

Subject: Updated: Record Retention SOP meeting

Location: Lobby conference room

Start: 8/10/2007 1:00 PM

End: 8/10/2007 2:00 PM

Show Time As: Busy

Recurrence: (none)

Meeting Status: Accepted

Organizer: DiNatale, Margaret (DPH)

Required Attendees: Caloggero, Dina (DPH); Nassif, Julianne (DPH); Smole, Sandra (DPH); Gauthier, Cheryl (DPH); Han, Linda (DPH); DiNatale, Margaret (DPH)

Resources: Lobby conference room

Hi,

I'm back at working on the Record Retention SOP and I'm having trouble deciphering my notes. I need your help. It is too complicated to deal with only by email. However, I have provided some background information and questions as a framework for the meeting.

I would like to set up a meeting either Mon., July 30 or Tues., July 31 – any time on either day. Please let me know when you ARE NOT available on those days. Then I can arrange a meeting time that is best. Also invite anyone else who should be involved in this discussion.

I thank you in advance for your help in this matter,

Peggy DiNatale

At issue: Did we decide or can we make a decision about classifying all BT (conventional, molecular), CT testing records (QC, results, PT, equip, etc.) as Public safety record sets? I raised this during my individual meetings back in April and May. The reasoning was two fold:

1. This testing could be directed by the FBI or other law enforcement up front or
2. After the testing is completed, these testing records have the potential of being involved in criminal cases and could be requested by the courts or law enforcement.

I think we had a tentative agreement to classify these as Public safety but there were a few details to be worked out.

To the best of my recollection outstanding issues were:

Overlap of testing (actually testing and reagent/media QC) between Reference lab and BT lab for conventional methods:

Where and how long would records be kept, both hard copy and electronic?

Would testing be repeated by the BT lab after the Reference lab handed sample over to the BT lab?

Can the computer system handle this type of arrangement, either now or in the future?

How about testing records (actual testing and QC, PT equipment, etc) for testing performed by the BT Mol. Group for :

bacterial agents

viral agents

Other outstanding issues, unrelated to the above situation:

Status of updated record retention of PT results for Environmental lab records, based on 310 CMR 42.00? It was thought that the retention period for PT records in this group would increase from 3 years to 5 years.

The specific records set for Mass spectra of drug analyses (under Public health) has a retention time of 10 years. Can this be removed and have these records included as Crime lab and Forensic records under Public Safety, with a retention time of 15 years?

The status of the drug screening testing performed by the BT lab prior to a sample being sent out and tested by the Drug lab